## Project Request Form[[1]](#footnote-1) (PRF)

**1. General Project Information:**

**1.1 Project Title: …………………………………………………………………………………**

**1.2** **Responsible Ministry/Department/Organization**: **……..……..……………….....…………………………………………………**

**1.3 Implementing Agency:**

**…………………………………………………………………………………**

**1.4 Estimated Project Value (inclusive of taxes):**

**…………………………………………………………………………………**

**1.5 Provide a breakdown of the different cost components.**

**…………………………………………………………………………………**

**…………………………………………………………………………………**

**1.6 Provide an estimated operation and maintenance cost the project will require.**

 **…………………………………………………………………………………**

 **…………………………………………………………………………………**

**1.7 Provide the different financing options considered for the project.**

 **…………………………………………………………………………………**

 **…………………………………………………………………………………**

**1.8 Project location, District and Constituency No: …………………………………………………………………………………**

**2. Detailed Project Description:**

**2.1 State the need and objectives of the project:**

***What is the current problem?***

***Who will be the beneficiaries? Please provide an estimated number.***

***How the project will address the problem identified and/or will improve service delivery?***

**………………………………..………………..………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………**

**2.2 Detailed Project Description (including scope of works):**

**………………………………..………………..…………………………………………………………………………………………………………………**

**2.3 State how the project would contribute to the sector strategy and impact positively on the economy:**

**………………………………..………………..…………………………………………………………………………………………………………………**

**2.4 Please provide details of any alternative option(s) which have been considered** *(e.g., rent, upgrading, extension, sharing with other Public Bodies, etc.)***, and justify the selected option.**

**………………………………..………………..……………………………………………………………………………………………………………………………………………………………………………………………………**

**…………………………………………………………………………………**

**2.5 What would be the consequences of deferring the project? …….……….……..……………………………………………………………...…………………………………………………………………………………...…………………………………………………………………………………...**

**…………………………………………………………………………………..**

**2.6 Please attach any report of studies carried out with respect to the project proposal:**

*(E.g. preliminary study, feasibility study, need analysis, cost benefit analysis, survey report)*

**………………………………..………………..……………………………………………………………………………………………………………………………………………………………………………………………………**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Y** | **N** | **N/A** |
| **2.7 Does the project require an EIA/PER?** | **[ ]**  | **[ ]**  | **[ ]**  |

 *(Attach a copy of EIA/PER clearance if applicable)*

**3. SITE INFORMATION *(Not applicable for IT project)*:**

**3.1 Extent of land required (in m2): …..…………………………………………..**

*Of which,* buildings: **…..………………………………… m2**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **3.2** |  **Has the required land already been:** | **Y** | **N** | **N/A** |
|  |  | **(i)** | **Identified** | **[ ]**  | **[ ]**  | **[ ]**  |
|  |  | **(ii)****(iii)** | **acquired****vested** | **[ ]** **[ ]**  | **[ ]** **[ ]**  | **[ ]** **[ ]**  |
|  | **3.2.1 Is the land state-owned?****……………………………………………………………………………………..** |
| **3.3 Site features:** | **Flat** **[ ]**  | **Hilly** **[ ]**  | **Marshy** **[ ]**  | **Others** **[ ]**  |
| **3.4** | **Are the following facilities available?** | **Y** | **N** | **N/A** |
|  |  | **(i)** | **Roads** | **[ ]**  | **[ ]**  | **[ ]**  |
|  |  | **(ii)** | **Electricity** | **[ ]**  | **[ ]**  | **[ ]**  |
|  |  | **(iii)** | **Water**  | **[ ]**  | **[ ]**  | **[ ]**  |
|  |  | **(iv)** | **Wastewater Disposal**  | **[ ]**  | **[ ]**  | **[ ]**  |
|  | **3.4.1 In case facilities are not available, have the relevant authorities been consulted? Please state outcome of consultation.****………………………………………………………………………………………..****………………………………………………………………………………………..****………………………………………………………………………………………..** |
|  |  | **Y** | **N** | **N/A** |
| **3.5** |  **Have geotechnical tests been carried out if required?** *If yes, a copy to be submitted* | **[ ]**  | **[ ]**  | **[ ]**  |
|  |  |  |  |  |
| **3.6** |  **Any other site information which may hamper implementation of the project:** **………………………………………………………………………………………..****………………………………………………………………………………………..****………………………………………………………………………………………..** |

**4. INFORMATION FOR IT AND RELATED PROJECTS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **4.1** | **Please state whether the cloud server and other infrastructure of the Government Online Centre (GOC) would be used** | **Y****[ ]**  | **N****[ ]**  | **N/A****[ ]**  |

|  |  |
| --- | --- |
| **4.2** | **Transaction Statistics** |
|  | **Number of Transactions (per year)** |  |
|  | **Time to process a transaction (Presently)** |  |
|  | **Time to process transaction after implementation of the system** |  |
|  | **Number of processes (Presently)** |  |
|  | **Number of processes after implementation of the system** |  |

**5. PROJECT RISKS**

**5.1 What are the other possible risks associated with the project:**

**…………………………………………………………………………………**

**…………………………………………………………………………………**

**…………………………………………………………………………………**

**6. PROJECT TIME SCHEDULE:**

**6.1 Project duration: …………………. months**

**6.2 Expected commencement date: …………………….**

**6.3 Expected completion date: …………………….**

**6.4 Give details in the Table below on the important project stages or milestones:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Duration (months)** | **Expected****start date** | **Expected completion date** | **Remarks** |
| Feasibility Study |  |  |  |  |
| Clearances and Approvals |  |  |  |  |
| Design |  |  |  |  |
| Tender |  |  |  |  |
| Construction |  |  |  |  |
| Interiors & Furniture |  |  |  |  |
| *(insert or delete any other stages as applicable)* |  |  |  |  |

**7. PROJECT IMPLEMENTATION**

**7.1 Mechanisms to be put in place for effective implementation, monitoring and supervision of project activities/phases:**

**…………………………………………………………………………………...**

**…………………………………………………………………………………...**

**…………………………………………………………………………………...**

**8. PRIOR CONSULTATION WITH RELEVANT STAKEHOLDERS**

**8.1 Have concerned authorities/stakeholders been consulted in the conceptualization of the project?**

**…………………………………………………………………………………**

**…………………………………………………………………………………**

**…………………………………………………………………………………**

**…………………………………………………………………………………**

**9. OTHER RELEVANT INFORMATION**

**…………………………………………………………………………………**

**…………………………………………………………………………………**

**…………………………………………………………………………………**

**…………………………………………………………………………………**

**10. CONTACT DETAILS FOR ADDITIONAL INFORMATION:**

*(The designated person(s) should be fully conversant with the project and be available to provide further clarifications as and when required)*

**Name: …………………………………………………………………………...**

**Title/Designation: ………………………………………………………………**

**Telephone No.: ………….…………… Fax No.: ………………………........**

**Mobile: …………………………….…. Email: ………………………………**

**10.1 PRF certified by:**

|  |  |  |
| --- | --- | --- |
|  | **Officer in charge of the Implementing Agency** | **Supervising Officer of the Parent Ministry** |
| **Full Name** |  |  |
| **Designation** |  |  |
| **Signature** |  |  |
| **Date** |  |  |

1. ***Note: This form should be filled-in electronically and submitted in soft and duly signed hard copies*.** [↑](#footnote-ref-1)